



**MINNESOTA
JUDICIAL
BRANCH**

Web-Based Drug Court Information System (W-DCIS)

W-DCIS User Guide

Revised May 7, 2007

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About this Document

This document contains information regarding the standard procedures for managing the Web-Based Drug Court Information System (W-DCIS). This user documentation provides the recommended steps for those who access and use W-DCIS, such as external agencies, probation officers, coordinators, drug court judges, prosecutors, public defenders, treatment providers, etc. All drug court team members can have access to view drug court client progress. Typically only the coordinator and probation officer have editing rights to add information; however, some locations have also granted editing rights to treatment providers.

Any decisions regarding who completes which sections of W-DCIS should be left to each individual drug court location. In some drug courts, probation officers do most of the data entry where in others, the coordinators do the entry. Depending on what the location is focused on measuring (e.g., reducing recidivism, reducing substance abuse, etc.), it is also up to the individual location to decide what data is entered into the various fields. For more information on the Drug Courts, please refer to <http://www.mncourts.gov/?page=494>.

Getting Started

Requesting Access to W-DCIS

To request access to W-DCIS, please submit an ITD Service Desk Ticket. If you are not a state court employee, submit your request by using the following email: ITDServiceDesk@courts.state.mn.us. If your request for access is granted, you will receive a notification email containing your login user name and default password, along with specifications for the county and court type. After you receive the necessary information for accessing and logging in, you may proceed with the steps below.

Accessing W-DCIS

After you have received notification that your access to W-DCIS has been granted, please follow these instructions for accessing the Web-Based Drug Court Information System (W-DCIS). For information on requesting access to W-DCIS, please see above.

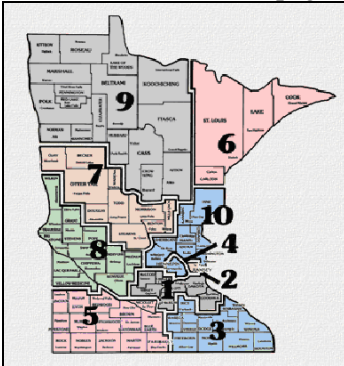
1. To access W-DCIS, in your internet browser, type the following address:
<https://drugcourt.courts.state.mn.us/drugcourtdatabase/districts.aspx>.

2. Press [**Enter**].

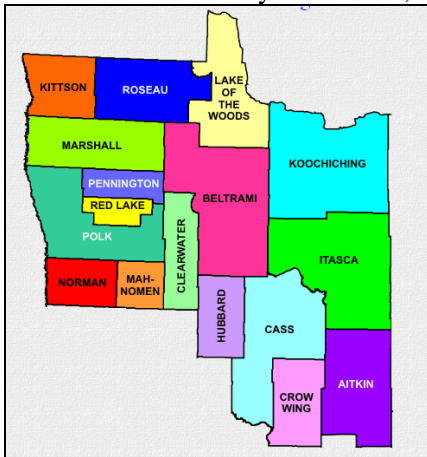
OR

On the browser's address bar, click *Go*.

3. From the W-DCIS webpage, to access the correct district, on the map *click the desired district*.



4. From the district that you selected, *click the desired county*.



5. From the county that you selected, *select the radio button of the desired court type*.

The login page appears.

HINT: The court type choices are the same for each county. If you have access to more than one drug court, you must access each drug court separately so as to keep the clients records separated for confidentiality purposes. For example, if a county has a juvenile drug court and an adult drug court, the two drug court teams **may not** have the same team members; therefore, they should not have access to the other program's drug court information.

☐ Adult

☐ DWI

☐ Family

☐ Juvenile

Logging In to W-DCIS

In the notification email that you received, you should have been given your login user name and a default password. Have this information ready for logging in to W-DCIS.

NOTE: If you are unable to login with your user name and password, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServiceDesk@courts.state.mn.us.

1. Follow the steps for *Accessing W-DCIS*, located on Page 5 of this document.
2. Once you have selected the desired county and court type, the following login screen will appear.

Please Enter in your Username and Password to Continue

User Name:

Password:

- a. To login, in the *User Name* field, type the user name that you were assigned.

- b. In the *Password* field, type the default password that you were assigned.
HINTS: It is strongly recommended to change your password immediately after you login to the database the first time. The default password is automatically generated by the system. For more information on changing it, please refer to *Changing Your Password*, located on Page 9 of this document.
- c. Click *Continue*.

OR

Press [**Enter**].

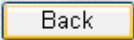
3. After you login, if you selected the county or court type for which you **have been granted access**, depending on the rights you have been granted, your options for viewing or updating the information will appear.



OR

If you selected a county or court type for which you **have not been granted access**, the following dialog will appear.



- a. Click *OK*.
 You will be returned to the login screen.
- b. Click *Back* .
 You will be returned to the state map where you must follow the steps for *Accessing W-DCIS*, located on Page 5 (Steps 3-5) of this document.

Logging Out/Exiting W-DCIS

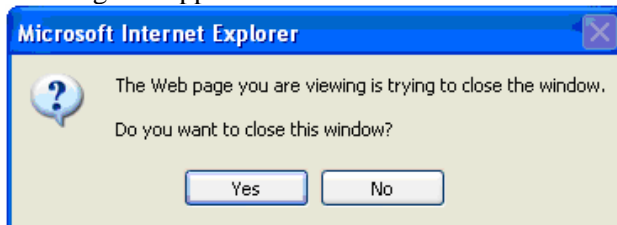
At any time during your viewing or editing session in W-DCIS, you can log out of the program. It is recommended to log out if you will be away from your PC for an extended period of time or if your session has timed out. Before you log out, if given the option, verify that you have saved any necessary changes.

(Topics in this section include: **Logging Out From the Main Menu**, **Logging Out From the State District Map**, and **Logging Out From any Location within W-DCIS**.)

INSTRUCTIONS: For Adobe Acrobat: To follow a link, with your mouse, simply **click on a topic**, above.

Logging Out From the Main Menu

1. From the main menu of options, click **Exit Program**.
A dialog box appears.



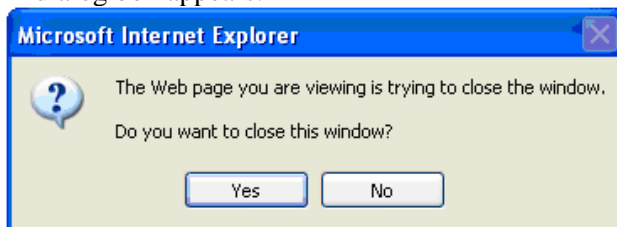
2. To close the program, click **Yes**.
The application and browser closes.

OR

If you decide not to close the program, click **No**.
You will be returned to the application.

Logging Out From the State District Map

1. From the state district map screen, at the bottom of the map, click **Close Program**.
A dialog box appears.



2. To close the program, click **Yes**.
The application and browser closes.


OR

If you decide not to close the program, click **No**.
You will be returned to the state district map screen.

Logging Out From any Location within W-DCIS

1. To close the program, from the *File* menu, select **Close**.
The application and browser closes.

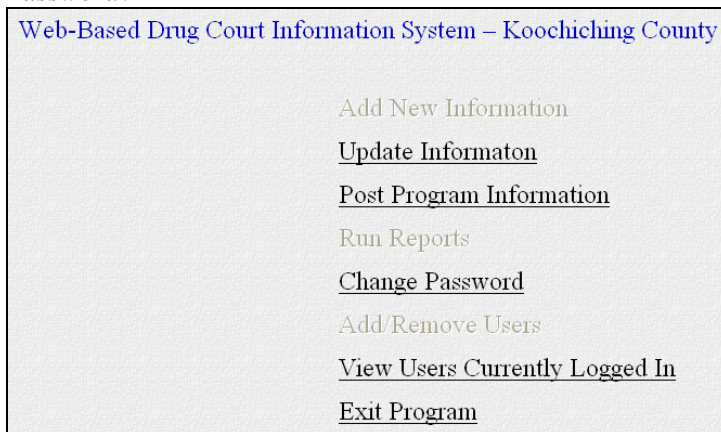
OR

To close the program, from the top-right corner of the screen, click **X** .
The application and browser closes.

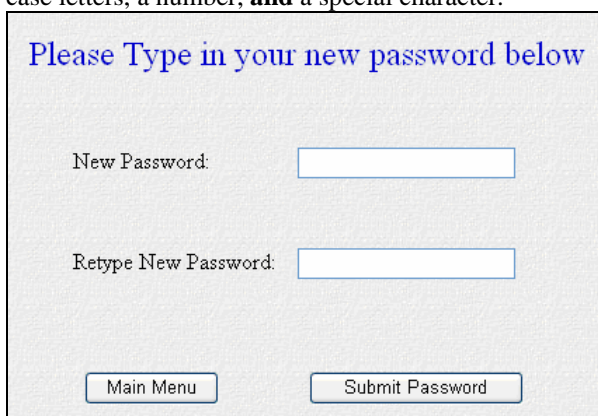
Changing Your Password

It is strongly recommended to change your password immediately after you login the first time. Please follow these steps for changing your password. Verify that you follow the password criteria; just in case you forget your password, write it down and keep it in a safe place.

1. Once you have successfully logged in to W-DCIS, from the main menu of options, click **Change Password**.



2. To change your password, in the *New Password* field, type your new password.
HINT: When selecting a password, you may only select it using a combination of an upper case letter **and** lower case letters, a number, **and** a special character.



3. In the *Retype New Password* field, retype your new password.
4. Click **Submit Password**.

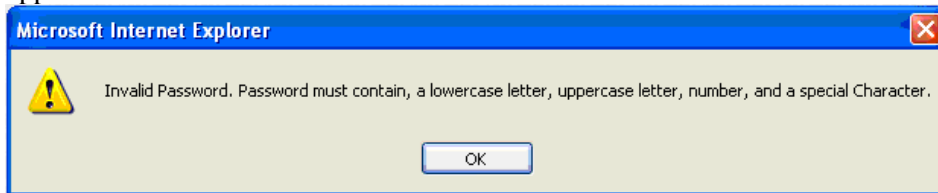
5. If the new password **does meet** the criteria set by the system, the following dialog message will appear.



- a. Click **OK**.
- b. To return to the main menu, click **Main Menu**.

OR

If the new password **does not meet** the criteria set by the system, the following dialog message will appear.



- a. Click **OK**.
- b. Repeat Steps 2-4.

General Layout & Conventions

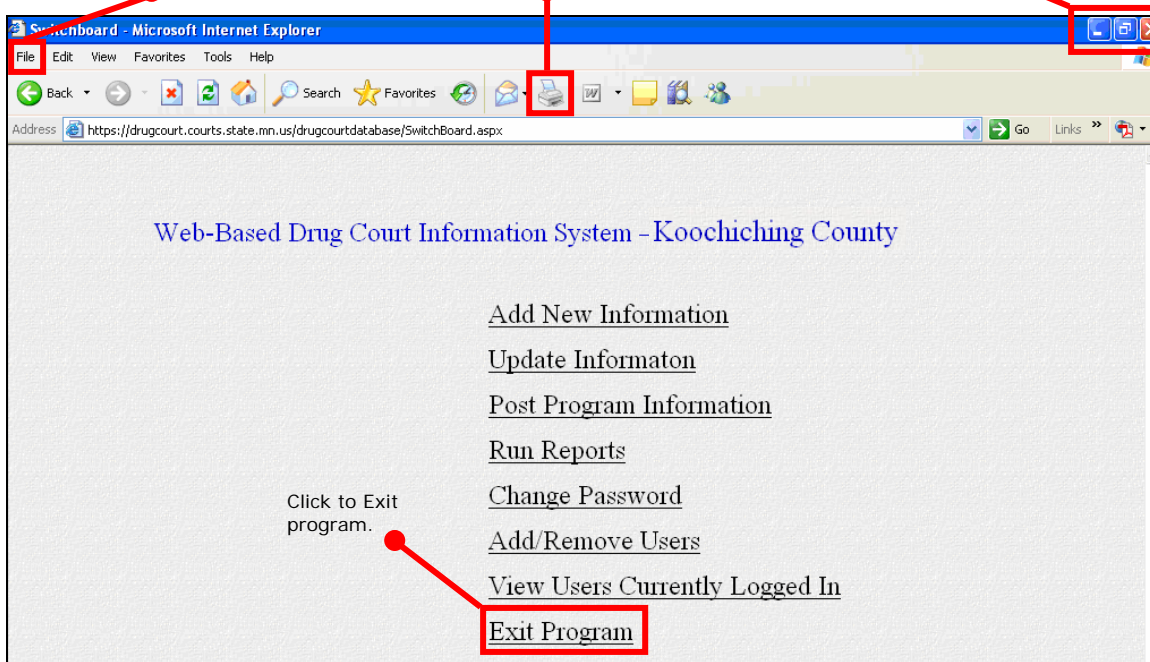
Introduction to the W-DCIS Environment

Parts of the environment may be slightly familiar because W-DCIS opens in your internet browser. However, it is **not recommended** to use the internet navigational features (i.e., for moving forward and backward, etc.). To assist you in successful navigation through the application, please review the following information.

To exit program, click **File >> Close**.
To print reports (if granted those rights) or to print a page of information, select **File >> Print...**

Click to print reports (if granted those rights) or to print a page of information within W-DCIS.

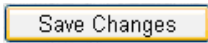
Click to Minimize or Expand window, or to Exit program.



- On the various pages, the menu options that become available to you are contingent upon the rights that you have been granted as a user. If an option is not available to you, it will be grayed out. If you feel that you should have been granted those rights, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

Navigating through W-DCIS

The ease of navigating through W-DCIS will be determined by your understanding of these tips. Please review this information as needed.

- Navigation:** To navigate through the application, use the menus or hyperlinks provided. To go back, use the options provided (i.e., the “Return To Main Menu” or “Main Menu” links). It is **not recommended** to use the internet navigational features (i.e., for moving forward and backward, etc.).
- Saving:** To save data that you have added or edited, use the “Save Changes” button . There should always be a “Save Changes” button on pages where data can be changed. If a change was made, be sure to save.
- Printing:** To print a participant record page or another page of information within W-DCIS, follow the *General Printing Instructions*, located on Page 45 of this document.

Formatting Tips for Fields within W-DCIS

Within W-DCIS, there are some formatting issues of which users should be aware. Fields will not accept just any format of numbers, please follow the tips that are provided below. If you have questions or issues that are not addressed in the below table, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServiceDesk@courts.state.mn.us.

FIELD or REQUIRED INFO	REQUIRED FORMAT
All dates (DOB, date of offense, etc.)	mm/dd/yyyy
ZIP Code	xxxxx or xxxxx-xxxx
All Phone Numbers	(xxx) xxx-xxxx or xxx-xxxx
SSN	xxx-xx-xxxx
SID#	MNxxxxxxxx
Dollar Amounts (Bail, Restitution, etc)	Any number format but without a comma and dollar sign (e.g., 120 or 120.00, 250 or 250.00)
Time	Will take any format (e.g., 1:00, 1300, etc.)

Viewing Records (Reader Rights)

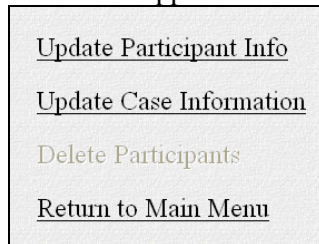
Viewing Updated Participant Information

If you are a user who has been granted reading rights, follow these instructions for viewing participant information in W-DCIS. However, if you are a user who has been granted editing rights, please refer to the instructions for updating participant information, located on Page 29 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Update Information**.

A submenu appears.



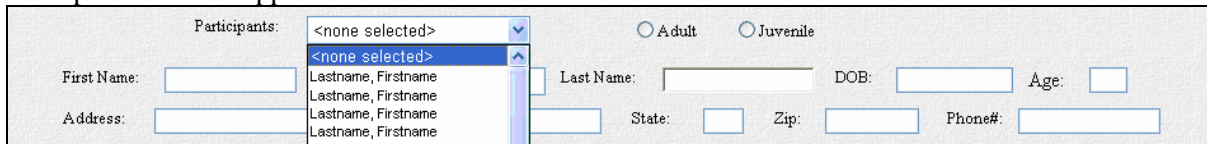
A screenshot of a submenu box with a light gray background and a thin black border. It contains four text links: 'Update Participant Info' (underlined), 'Update Case Information' (underlined), 'Delete Participants' (not underlined), and 'Return to Main Menu' (underlined).

2. To view updated participant information, from the submenu, click **Update Participant Info**.
The blank participant page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.
A drop-down menu appears.



A screenshot of a web form for entering participant information. On the left, there are labels for 'First Name:', 'Address:', and 'Participants:'. The 'Participants:' label is followed by a dropdown menu currently showing '<none selected>'. To the right of the dropdown is a radio button labeled 'Adult' and another radio button labeled 'Juvenile'. Further right are labels for 'Last Name:', 'DOB:', 'Age:', 'State:', 'Zip:', and 'Phone#:', each followed by an input field. The 'Address:' label is followed by a larger text input area. The dropdown menu is open, showing a list of entries, each starting with '<none selected>' followed by 'Lastname, Firstname'.

4. From the drop-down menu, select a participant name.
The *Def Bio* view opens for the selected participant.

NOTE: All options for editing are grayed out.

The screenshot shows the 'Def Bio' (Definition of Biological Information) form. At the top, there's a 'Participants' dropdown menu set to 'Lastname, Firstname'. Below this, fields for 'First Name', 'Middle Name', 'Last Name', 'DOB', 'Age', 'Address', 'City', 'State' (MN), 'Zip', and 'Phone#' are visible. A navigation bar at the top includes links: 'Def Bio' (selected), 'Dist Ct Case Info', 'Financial', 'Family', 'Employment', 'Education', 'Medical', 'Mental Health', 'Photo', 'Comments', 'Criminal History', and 'Main Menu'. The form contains several sections: 'Race' (African-American), 'Sex' (Female), 'SS#' (000-000-000), 'SID#' (MN00000000), 'FBI#', 'Primary Language', 'Contract Signed' (Yes), 'Emergency Contact Person', 'Emergency Contact Phone', 'Housing Situation' (Pre-Program, Currently, and at Program Separation, all set to Apartment-rent), 'Appropriate for Detox' (No), 'Appropriate for Half-Way House' (No), 'Appropriate for Out-Patient Services' (Yes), 'Appropriate for In-Patient Services' (No), 'Marital Status' (Single), 'Order for Protection' (No), 'Release Signed' (Yes), and 'Veteran' (No). At the bottom, there are 'Save Changes' and 'Cancel Changes' buttons.

5. By selecting the different hyperlinks, various pages appear for your review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.
NOTE: The *Photo* page is unavailable for all users at this time. Eventually, if W-DCIS gets the capability to store before and after photos, a user with viewing rights would have the capability to view the photos.

This screenshot shows a portion of the navigation bar from the previous screenshot. The 'Def Bio' tab is highlighted with a darker background, indicating it is the active page. Other tabs include 'Dist Ct Case Info', 'Financial', 'Family', 'Employment', 'Education', 'Medical', 'Mental Health', 'Photo', 'Comments', 'Criminal History', and 'Main Menu'.

6. After you have reviewed the participant's information on all applicable pages, to return to the main menu, click **Main Menu**.

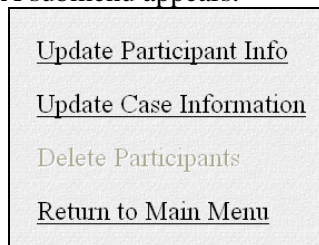
Viewing Updated Case Information

If you are a user who has been granted reading rights, follow these instructions for viewing case information in W-DCIS. However, if you are a user who has been granted editing rights, please refer to the instructions for updating case information, located on Page 31 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Update Information**.

A submenu appears.



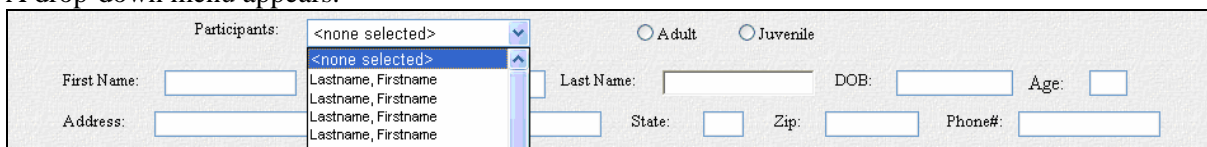
A screenshot of a submenu box with a light gray background and a thin black border. It contains four text links: 'Update Participant Info', 'Update Case Information', 'Delete Participants', and 'Return to Main Menu'. The 'Update Case Information' link is highlighted in blue.

2. To view updated case information, from the submenu, click **Update Case Information**.
The blank case information page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.
A drop-down menu appears.



A screenshot of a web form for entering case information. The 'Participants' field has a dropdown menu open, showing options: '<none selected>', 'Lastname, Firstname', 'Lastname, Firstname', 'Lastname, Firstname', and 'Lastname, Firstname'. The first option is highlighted in blue. To the right of the dropdown are radio buttons for 'Adult' and 'Juvenile'. Below the dropdown are input fields for 'First Name:', 'Address:', 'Last Name:', 'DOB:', 'Age:', 'State:', 'Zip:', and 'Phone#:'.

4. From the drop-down menu, select a participant name.
The *Program Info* view opens for the selected participant.
NOTE: All options for editing are grayed out.

Participants: ☒ Adult ☐ Juvenile

First Name: Middle Name: Last Name: DOB: Age:

Address: City: State: Zip: Phone#:

Program Info [Drug Court Dates](#) [PO Appt](#) [Provider Appt](#) [Incentives](#) [Sanctions](#) [SCRAM](#) [Drug Use](#) [UA's](#) [Support Meetings](#)

[Phase Info](#) [Fines/Fees](#) [Community Service](#) [Therapists](#) [Main Menu](#)

Acceptance Information

Drug Court Acceptance Date:

Program Separation Date:

Program Status:

Readmittance Information

Drug Court Readmittance Date:

Readmittance Separation Date:

Readmittance Status:

In Custody: Driver's License Status:

Curfew Ordered:

Curfew Description:

Date of LSI-R Evaluation--Pre: Score of LSI-R Evaluation--Pre:

Date of LSI-R Evaluation--Post: Score of LSI-R Evaluation--Post:

Phase Status:

Program Entry Track:

Rule 25 Assessment Date: Rule 25 Recommendations:

5. By selecting the different hyperlinks, various pages appear for your review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.

Program Info [Drug Court Dates](#) [PO Appt](#) [Provider Appt](#) [Incentives](#) [Sanctions](#) [SCRAM](#) [Drug Use](#) [UA's](#) [Support Meetings](#)

[Phase Info](#) [Fines/Fees](#) [Community Service](#) [Therapists](#) [Main Menu](#)

6. After you have completed reviewing the participant's case information on all applicable pages, to return to the main menu, click **Main Menu**.

Viewing Updated Post Program Information

If you are a user who has been granted reading rights, follow these instructions for viewing updated post program information in W-DCIS. However, if you are a user who has been granted editing rights, please refer to the instructions for adding/updating post program information, located on Page 36 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Post Program Information**.

A submenu appears.

Add Post Program Information Update Post Program Information Return to Main Menu
--

2. To view updated post program information, from the submenu, click **Update Post Program Information**. The blank case information page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow. A drop-down menu appears.

Participants: <none selected>		<input type="radio"/> Adult <input type="radio"/> Juvenile	
First Name: <input type="text"/>	<div> <div><none selected></div> <div> Lastname, Firstname Lastname, Firstname Lastname, Firstname Lastname, Firstname </div> </div>	Last Name: <input type="text"/>	DOB: <input type="text"/> Age: <input type="text"/>
Address: <input type="text"/>	<input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>	Phone#: <input type="text"/>

4. From the drop-down menu, select a participant name.
The *Education* view opens for the selected participant.
NOTE: All options for editing are grayed out.

Participants: ☐ Adult ☐ Juvenile

First Name: Middle Name: Last Name: DOB: Age:

Address: City: State: Zip: Phone#:

Program Separation Date: Post-Program 1 Year: Post-Program 3 Years:

Education [Financial](#) [Employment](#) [Family](#) [Medical](#) [Housing](#) [OHP](#) [Criminal History](#) [Main Menu](#)

Education Level Pre-Program:

Education Level at Program Separation:

Education Level at 1 Yr Post-Program:

Education Level at 3 Yrs Post-Program:

5. By selecting the different hyperlinks, various pages appear for your review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.

Education [Financial](#) [Employment](#) [Family](#) [Medical](#) [Housing](#) [OHP](#) [Criminal History](#) [Main Menu](#)

6. After you have completed reviewing the participant's post program information on all applicable pages, to return to the main menu, click **Main Menu**.

Adding/Editing/Viewing Records (Editor Rights)

Adding New Information – Add New Participant

If you are a user who has been granted editing rights, follow these instructions for adding a new participant to W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServiceDesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

A submenu appears.

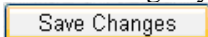
2. To add a new participant, from the submenu, click **Add New Participant**.

The *Def Bio* blank participant page appears.

OR

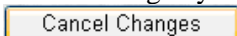
If you wish to return to the main menu, click **Return to Main Menu**.

3. Complete all applicable fields for the new participant.
4. From the drop-down menus, select the applicable options.
5. After making any additions or changes, at the bottom of each screen, click **Save Changes**

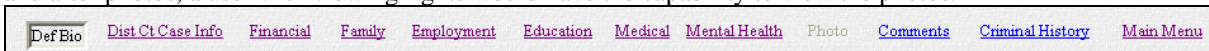


OR

After making any additions or changes, and you wish to cancel them, click **Cancel Changes**



6. By selecting the different hyperlinks, various pages appear for data input.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.
NOTE: The *Photo* page is unavailable for all users at this time. Eventually, if we get the capability to store before and after photos, a user with viewing rights would have the capability to view the photos.



7. After you have completed adding the new participant information to all the applicable pages, to return to the main menu, click **Main Menu**.

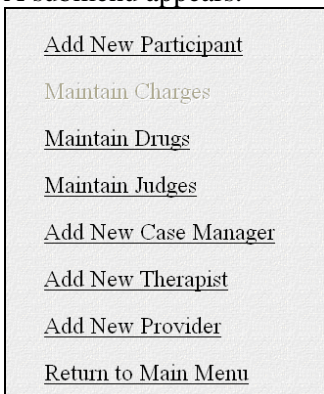
Adding New Information – Maintain Drugs

If you are a user who has been granted editing rights, follow these instructions for maintaining the list of drugs in W-DCIS.

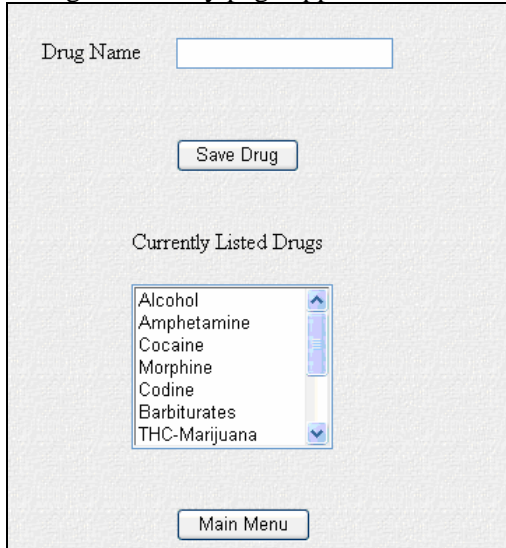
NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServiceDesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

A submenu appears.


Add New Participant
Maintain Charges
Maintain Drugs
Maintain Judges
Add New Case Manager
Add New Therapist
Add New Provider
Return to Main Menu

2. To add a new drug or to view the current list of drugs, from the submenu, click **Maintain Drugs**.
A drug name entry page appears.



OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. Before you add a new drug, review the current list of drugs.
4. To view the list of current drugs, scroll through the list of *Currently Listed Drugs*.
5. To add a new drug, in the *Drug Name* field, type the new drug name.
6. Click **Save Drug**.
The new drug will now be available to drug courts statewide.
7. When completed, to return to the main menu, click **Main Menu**.

Adding New Information – Maintain Judges

If you are a user who has been granted editing rights, follow these instructions for maintaining the list of judges in W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

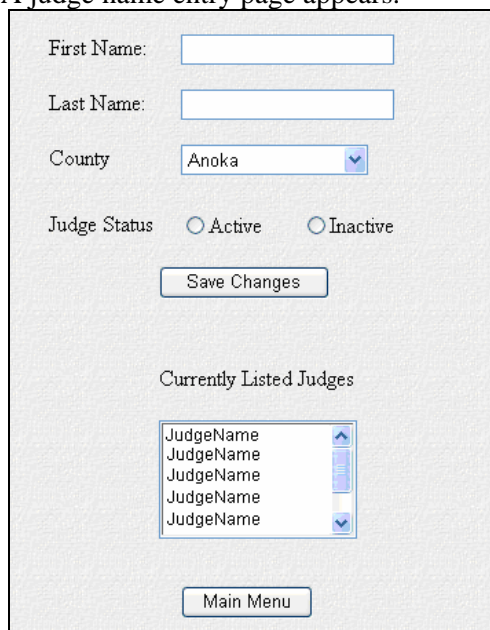
A submenu appears.



A vertical list of menu items in a light gray box. The items are: [Add New Participant](#), [Maintain Charges](#), [Maintain Drugs](#), [Maintain Judges](#), [Add New Case Manager](#), [Add New Therapist](#), [Add New Provider](#), and [Return to Main Menu](#).

2. To add a new judge, edit a judge's status, or to view the current list of judges, from the submenu, click **Maintain Judges**.

A judge name entry page appears.

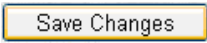



A form for entering judge information. It includes fields for 'First Name' and 'Last Name', a 'County' dropdown menu (currently showing 'Anoka'), and 'Judge Status' with radio buttons for 'Active' and 'Inactive'. Below these is a 'Save Changes' button. A section titled 'Currently Listed Judges' contains a list box with five entries, all labeled 'JudgeName'. At the bottom is a 'Main Menu' button.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. Before you add a new judge, review the current list of judges.
4. To view the list of current judges, scroll through the list of *Currently Listed Judges*.

- a. If you find a judge's name for which you need to update the status, click once on the judge's name to select it.
 - b. To change the judge's status, under *Judge Status*, select **Active** or **Inactive**.
 - c. Click **Save Changes** .
5. To add a new judge, in the *First Name* field, type the judge's first name.
 6. In the *Last Name* field, type the judge's last name.
 7. To the right of the *County* field, click the down arrow.
 8. From the drop-down *County* list, select the judge's county.
 9. Under *Judge Status*, select **Active** or **Inactive**.
 10. Click **Save Changes** .
The newly entered judge will be viewed/used by your local county only, not statewide.

OR

If you **do not** want to save any of these changes, click **Main Menu**.

11. When completed, to return to the main menu, click **Main Menu**.

Adding New Information – Add New Case Manager

If you are a user who has been granted editing rights, follow these instructions for adding a new case manager to W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServiceDesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

A submenu appears.



2. To add a new case manager, from the submenu, click **Add New Case Manager**.
A case manager name entry page appears.

First Name:

Last Name:

County:

Probation Officer Status: ☐ Active ☐ Inactive

Currently Listed Probation Officers

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. Before you add a new case manager, review the current list of probation officers.
4. To view the list of current probation officers, scroll through the list of *Currently Listed Probation Officers*.
 - a. If you find a probation officer's name for which you need to update the status, click once on the probation officer's name to select it.
 - b. To change the probation officer's status, under *Probation Officer Status*, select **Active** or **Inactive**.
 - c. Click **Save Changes** .
5. To add a new probation officer, in the *First Name* field, type the probation officer's first name.
6. In the *Last Name* field, type the probation officer's last name.
7. To the right of the *County* field, click the down arrow.
8. From the drop-down *County* list, select the probation officer's county.
9. Under *Probation Officer Status*, select **Active** or **Inactive**.

10. Click **Save Changes** .

The newly entered probation officer will be viewed/used by your local county only, not statewide.

OR

If you **do not** want to save any of these changes, click **Main Menu**.

11. When completed, to return to the main menu, click **Main Menu**.

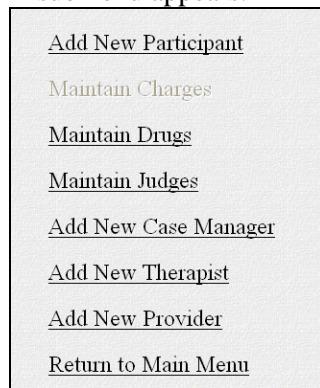
Adding New Information – Add New Therapist

If you are a user who has been granted editing rights, follow these instructions for adding a new therapist to W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

A submenu appears.



2. To add a new therapist, from the submenu, click **Add New Therapist**.
A new therapist name entry page appears.

Therapist Name

Phone

Address1 Address 2

City State Zip

Therapist Status ☐ Active ☐ Inactive

Current Therapists

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. Before you add a new therapist, review the current list of therapists.
4. To view the list of current therapists, scroll through the list of *Current Therapists*.
 - a. If you find a therapist's name for which you need to update the status, click once on the therapist's name to select it.
 - b. To change the therapist's status, under *Therapist Status*, select **Active** or **Inactive**.
 - c. Click **Save Changes** .
5. To add a new therapist, in the *Therapist Name* field, type the therapist's name.
6. In the *Phone* field, type the therapist's phone number.
7. Continue by completing the address fields for the therapist.
8. Under *Therapist Status*, select **Active** or **Inactive**.

9. Click **Save Changes** .

The newly entered therapist will now be available to drug courts statewide.

OR

If you **do not** want to save any of these changes, click **Main Menu**.

10. When completed, to return to the main menu, click **Main Menu**.

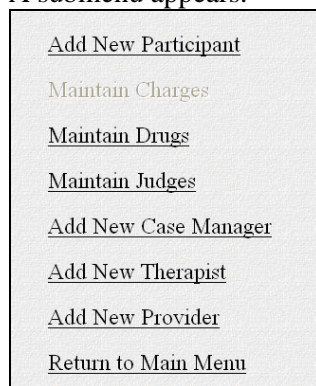
Adding New Information – Add New Provider

If you are a user who has been granted editing rights, follow these instructions for adding a new provider to W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Add New Information**.

A submenu appears.



2. To add a new provider, from the submenu, click **Add New Provider**.
A new provider name entry page appears.

Provider Name

Phone

Address1 Address2

City State Zip

Provider Status ☐ Active ☐ Inactive

Current Providers

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. Before you add a new provider, review the current list of providers.
4. To view the list of current providers, scroll through the list of *Current Providers*.
 - a. If you find a provider's name for which you need to update the status, click once on the provider's name to select it.
 - b. To change the provider's status, under *Provider Status*, select **Active** or **Inactive**.
 - c. Click **Save Changes** .
5. To add a new provider, in the *Provider Name* field, type the provider's name.
6. In the *Phone* field, type the provider's phone number.
7. Continue by completing the address fields for the provider.
8. Under *Provider Status*, select **Active** or **Inactive**.

9. Click **Save Changes** .
The newly entered provider will now be available to drug courts statewide.

OR

If you **do not** want to save any of these changes, click **Main Menu**.

10. When completed, to return to the main menu, click **Main Menu**.

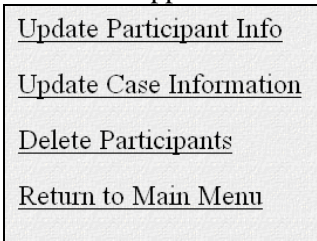
Updating Information – Participant Info

If you are a user who has been granted editing rights, follow these instructions for adding participant information to W-DCIS. However, if you are a user who has been granted read-only rights, please refer to the instructions for viewing updated participant information, located on Page 13 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Update Information**.

A submenu appears.



Update Participant Info
Update Case Information
Delete Participants
Return to Main Menu

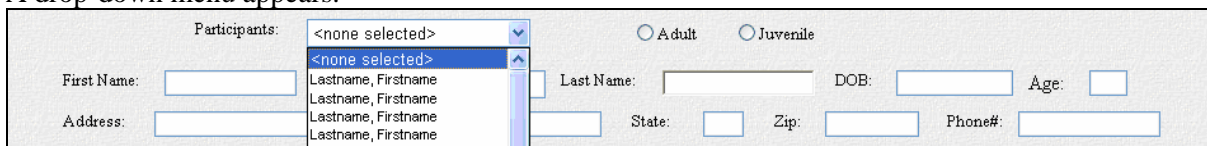
2. To update participant information, from the submenu, click **Update Participant Info**.
The blank participant page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.


A drop-down menu appears.



Participants:
☐ Adult ☐ Juvenile
 First Name: Last Name: DOB: Age:
 Address: State: Zip: Phone#:

4. From the drop-down menu, select a participant name.
The *Def Bio* view opens for the selected participant.

The screenshot shows the 'Def Bio' form for a participant. At the top, there's a 'Participants' dropdown menu set to 'Lastname, Firstname'. Below it are fields for 'First Name', 'Middle Name', 'Last Name', 'DOB', 'Age', 'Address', 'City', 'State' (set to MN), 'Zip', and 'Phone#'. A horizontal navigation bar contains tabs: 'Def Bio' (active), 'Dist Ct Case Info', 'Financial', 'Family', 'Employment', 'Education', 'Medical', 'Mental Health', 'Photo', 'Comments', 'Criminal History', and 'Main Menu'. The form includes fields for 'Race' (African-American), 'Sex' (Female), 'SS#' (000-000-000), 'SID#' (MN00000000), and 'FBI#'. There's a 'Primary Language' dropdown, a 'Contract Signed' dropdown (Yes), and fields for 'Emergency Contact Person' and 'Emergency Contact Phone'. Housing situation fields include 'Housing Situation Pre-Program', 'Housing Situation Currently', and 'Housing Situation at Program Separation', all with dropdown menus. A section for 'Appropriate for' services has dropdowns for 'Detox', 'Half-Way House', 'Out-Patient Services', and 'In-Patient Services'. Other fields include 'Mental Status' (Single), 'Order for Protection' (No), 'Release Signed' (Yes), and 'Veteran' (No). At the bottom are 'Save Changes' and 'Cancel Changes' buttons.

5. To update data, place your cursor in the applicable fields or from the drop-down menus, select the applicable options.
6. To save any changes that you have made, click **Save Changes** .

OR

To cancel any changes, click **Cancel Changes** .

7. By selecting the different hyperlinks, various pages appear for data input or review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.
NOTE: The *Photo* page is unavailable for all users at this time. Eventually, if we get the capability to store before and after photos, a user with viewing rights would have the capability to view the photos.

This screenshot shows the navigation bar from the previous form. The 'Def Bio' tab is highlighted with a darker background, indicating it is the active page. The other tabs are 'Dist Ct Case Info', 'Financial', 'Family', 'Employment', 'Education', 'Medical', 'Mental Health', 'Photo', 'Comments', 'Criminal History', and 'Main Menu'.

8. After you have completed updating the participant's information on all the applicable pages and have saved the changes, to return to the main menu, click **Main Menu**.

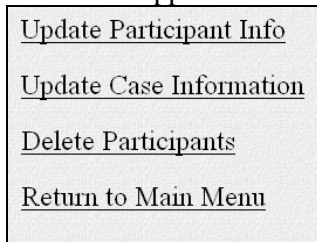
Updating Information – Case Information

If you are a user who has been granted editing rights, follow these instructions for adding case information to a participant's record in W-DCIS. However, if you are a user who has been granted read-only rights, please refer to the instructions for viewing updated case information, located on Page 15 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Update Information**.

A submenu appears.



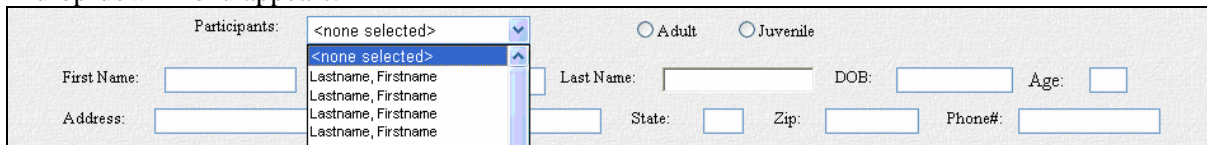
A screenshot of a submenu box with a light gray background and a thin black border. It contains four text links, each underlined: "Update Participant Info", "Update Case Information", "Delete Participants", and "Return to Main Menu".

2. To update case information, from the submenu, click **Update Case Information**.
The blank case information page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.
A drop-down menu appears.



A screenshot of a web form for updating case information. The form has a light gray background and a black border. At the top left, there is a label "Participants:" followed by a dropdown menu showing "<none selected>". Below this, there are two rows of input fields: "First Name:" and "Address:". To the right of the dropdown menu, there are two radio buttons labeled "Adult" and "Juvenile". Further right, there are input fields for "Last Name:", "DOB:", "Age:", "State:", "Zip:", and "Phone#:". The dropdown menu is open, showing a list of options: "<none selected>", "Lastname, Firstname", "Lastname, Firstname", "Lastname, Firstname", and "Lastname, Firstname".

4. From the drop-down menu, select a participant name.
The *Program Info* view opens for the selected participant.

Participants: ☒ Adult ☐ Juvenile

First Name: Middle Name: Last Name: DOB: Age:

Address: City: State: Zip: Phone#:

Program Info [Drug Court Dates](#) [PO Appt](#) [Provider Appt](#) [Incentives](#) [Sanctions](#) [SCRAM](#) [Drug Use](#) [UA's](#) [Support Meetings](#)

[Phase Info](#) [Fines/Fees](#) [Community Service](#) [Therapists](#) [Main Menu](#)

Acceptance Information

Drug Court Acceptance Date:

Program Separation Date:

Program Status:

Readmittance Information

Drug Court Readmittance Date:

Readmittance Separation Date:

Readmittance Status:

In Custody: Driver's License Status:

Curfew Ordered: Curfew Description:

Date of LSI-R Evaluation--Pre: Score of LSI-R Evaluation--Pre:

Date of LSI-R Evaluation--Post: Score of LSI-R Evaluation--Post:

Phase Status:

Program Entry Track:

Rule 25 Assessment Date: Rule 25 Recommendations:

5. To update data, place your cursor in the applicable fields or from the drop-down menus, select applicable options.
6. To save any changes that you have made, click **Save Changes** .

OR

To cancel any changes, click **Cancel Changes** .

7. By selecting the different hyperlinks, various pages appear for data input or review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.

Program Info [Drug Court Dates](#) [PO Appt](#) [Provider Appt](#) [Incentives](#) [Sanctions](#) [SCRAM](#) [Drug Use](#) [UA's](#) [Support Meetings](#)

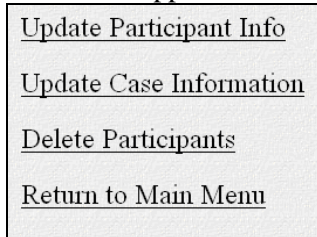
[Phase Info](#) [Fines/Fees](#) [Community Service](#) [Therapists](#) [Main Menu](#)

8. After you have completed updating the participant's case information on all the applicable pages and have saved the changes, to return to the main menu, click **Main Menu**.

Updating Information – Delete Participants

If you are a user who has been granted editing rights, follow these instructions for deleting participants from W-DCIS. Be sure to verify your selection(s) before deleting.

1. From the main menu of options, click **Update Information**.
A submenu appears.



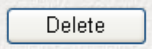
2. To delete a participant, from the submenu, click **Delete Participants**.
The blank delete participant page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. To the right of the *Participants* field, click the down arrow.
A drop-down menu appears.



4. From the drop-down menu, select the participant that you want deleted.
5. Click **Delete** .

A deletion completed confirmation message appears.

IMPORTANT: Verify your selection(s) before deleting.

OR

If you **do not** want to delete the selected participant, click **Main Menu**.

Adding/Updating Post Program Information – Add Post Program Information

If you are a user who has been granted editing rights, follow these instructions for adding post program information for a participant in W-DCIS.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Post Program Information**.

A submenu appears.

[Add Post Program Information](#)

[Update Post Program Information](#)

[Return to Main Menu](#)

2. To add post program information for a participant, from the submenu, click **Add Post Program Information**.

The blank *Education* case information page appears.

Participants: <none selected>

☐ Adult
 ☐ Juvenile

First Name:

Middle Name:

Last Name:

DOB:

Age:

Address:

City:

State:

Zip:

Phone#:

Program Separation Date:

Post-Program 1 Year:

Post-Program 3 Years:

Education
[Financial](#)
[Employment](#)
[Family](#)
[Medical](#)
[Housing](#)
[OHP](#)
[Criminal History](#)
[Main Menu](#)

Education Level Pre-Program:

Education Level at Program Separation:

Education Level at 1 Yr Post-Program:

Education Level at 3 Yrs Post-Program:

Save Changes

Cancel Changes

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.

A drop-down menu appears.

NOTE: When adding a new participant, you should **not** be able to select an existing participant. However, when updating a participant's information, you must select an existing participant from the drop-down menu.

Participants: <none selected>

☐ Adult
 ☐ Juvenile

First Name:

<none selected>
 Lastname, Firstname
 Lastname, Firstname
 Lastname, Firstname
 Lastname, Firstname

Last Name:

DOB:

Age:

Address:

State:

Zip:

Phone#:

4. From the drop-down menu, select a participant's name.
The *Education* view opens for the selected participant.

5. In the applicable fields, type the participant's information.
6. From the drop-down menus, select the applicable options.
7. After making any additions or changes, at the bottom of each screen, click **Save Changes**

Save Changes

OR

After making any additions or changes, and you wish to cancel them, click **Cancel Changes**

Cancel Changes

8. By selecting the different hyperlinks, various pages appear for data input.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.

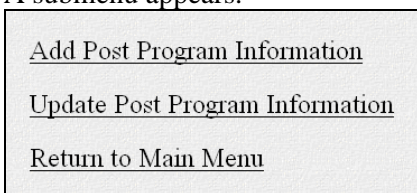
9. After you have completed adding the participant's post program information on all applicable pages and have saved the changes, to return to the main menu, click **Main Menu**.

Adding/Updating Post Program Information – Update Post Program Information

If you are a user who has been granted editing rights, follow these instructions for updating post program information for a participant in W-DCIS. However, if you are a user who has been granted read-only rights, please refer to the instructions for viewing updated post program information, located on Page 17 of this document.

NOTE: If any options are grayed out or are only viewable, it indicates that you were not given permission to edit. If you feel that you should have permission, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Post Program Information**.
A submenu appears.



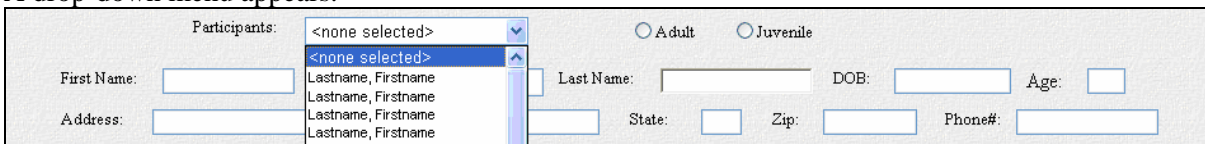
A screenshot of a submenu box with a light gray background and a thin black border. It contains three text links, each underlined: "Add Post Program Information", "Update Post Program Information", and "Return to Main Menu".

2. To update participant information, from the submenu, click **Update Post Program Information**.
The blank case information page appears.

OR

If you wish to return to the main menu, click **Return to Main Menu**.

3. At the top of the page, to the right of the *Participants* field, click the down arrow.
A drop-down menu appears.



A screenshot of a form for entering participant information. At the top left, the label "Participants:" is followed by a dropdown menu currently showing "<none selected>". Below this, there are input fields for "First Name:", "Address:", "Last Name:", "DOB:", "Age:", "State:", "Zip:", and "Phone#:". To the right of the "Last Name:" field, there are two radio buttons labeled "Adult" and "Juvenile". A dropdown menu is open below the "Participants:" dropdown, showing a list of names: "<none selected>", "Lastname, Firstname", "Lastname, Firstname", "Lastname, Firstname", and "Lastname, Firstname".

4. From the drop-down menu, select a participant's name.
The *Education* view opens for the selected participant.

Participants: Lastname, Firstname ☐ Adult ☐ Juvenile

First Name: Middle Name: Last Name: DOB: Age:

Address: City: State: Zip: Phone#:

Program Separation Date: Post-Program 1 Year: Post-Program 3 Years:

[Education](#) [Financial](#) [Employment](#) [Family](#) [Medical](#) [Housing](#) [OHP](#) [Criminal History](#) [Main Menu](#)

Education Level Pre-Program:

Education Level at Program Separation:

Education Level at 1 Yr Post-Program:

Education Level at 3 Yrs Post-Program:

5. Complete/update the fields for the participant that you selected.
6. From the drop-down menus, select the applicable options.
7. After making any additions or changes, at the bottom of each screen, click **Save Changes**

OR

After making any additions or changes, and you wish to cancel them, click **Cancel Changes**

8. By selecting the different hyperlinks, various pages appear for data input or review.
HINT: The hyperlink is selected when it appears pushed in, as seen in the example below. If the hyperlink is grayed out, it is not available for selecting.

[Education](#) [Financial](#) [Employment](#) [Family](#) [Medical](#) [Housing](#) [OHP](#) [Criminal History](#) [Main Menu](#)

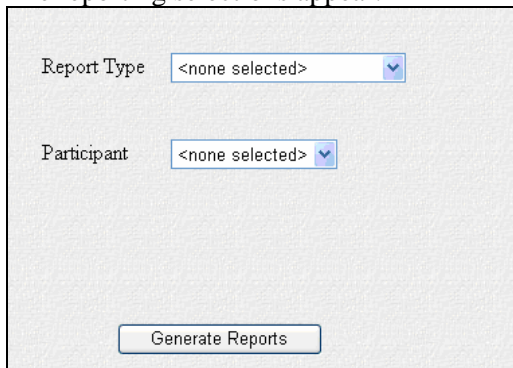
9. After you have completed updating the participant's post program information on all applicable pages and have saved the changes, to return to the main menu, click **Main Menu**.

Generating Reports (Editor Rights)

Running Reports

If you are a user who has been granted editing rights, follow these instructions for generating the various reports in W-DCIS. Editors have rights to generate all reports. However, if you are a user who has been granted read-only rights, you are not authorized to generate reports.

1. From the main menu of options, click **Run Reports**.
The reporting selections appear.

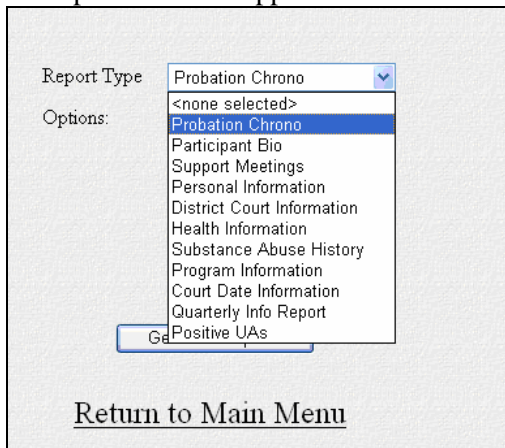


Report Type: <none selected> ▼

Participant: <none selected> ▼

Generate Reports

2. To the right of the **Report Type** field, click the down arrow.
A drop-down menu appears.



Report Type: Probation Chrono ▼

Options:


- <none selected>
- Probation Chrono
- Participant Bio
- Support Meetings
- Personal Information
- District Court Information
- Health Information
- Substance Abuse History
- Program Information
- Court Date Information
- Quarterly Info Report
- Positive UAs

[Return to Main Menu](#)

3. From the drop-down menu, select a *Report Type* option.

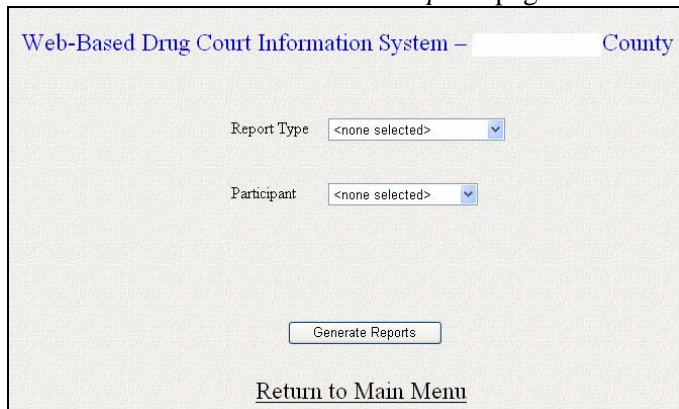
HINT: Depending on the *Report Type* option that you select, different selectable options will become available. However, sometimes no other options become available. Please refer to the table below for more information.

IF THIS REPORT TYPE IS SELECTED:	THIS/THESE FIELD NAME(S) APPEAR(S):	THESE OPTIONS BECOME AVAILABLE or THIS INFO IS REQUESTED		
Probation Chrono	Options	Individual Participants ➡	Select Participant ➡	Type in Date Range
		Multiple Participants ➡	Select all participants ➡	Type in Date Range
		All Participants ➡➡➡		Type in Date Range
Participant Bio	None	None		
Support Meetings	Participant	Pick listed name(s)		
Personal Information	Participant	Pick listed name(s)		
District Court Information	Participant	Pick listed name(s)		
Health Information	Participant	Pick listed name(s)		
Substance Abuse Information	Participant	Pick listed name(s)		
Program Information	Participant	Pick listed name(s)		
Court Date Information	Court Date	Type in Date		
Quarterly Info Report	Begin Date	Type in Date		
	End Date	Type in Date		
Positive UAs	Begin Date	Type in Date		
	End Date	Type in Date		

4. Depending on the *Report Type* selected, make your selections from the additional option(s) that appear(s).
5. Click **Generate Reports** .
The report appears in a separate window.
6. To view the entire report, using the scroll bar on the right-hand side, navigate up or down (if applicable).
7. To print the report, follow the steps in *Printing Reports*, below.
8. To close the report, in the upper right-hand corner, click the **Return to Reports** hyperlink

[Return to Reports:](#)

You will be returned to the main *Reports* page.




9. To return to the main menu, click **Return to Main Menu**.

OR

To run another report, repeat Steps 2-8.

Printing Reports

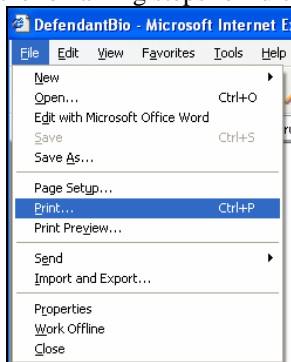
If you have generated a report that you would like to print, please follow these instructions.

1. To print the generated report, from the report, on your internet browser toolbar, click the printer icon .
HINT: Using this option may **not** give you an opportunity to adjust the orientation of the printed page (depending on your PC settings).

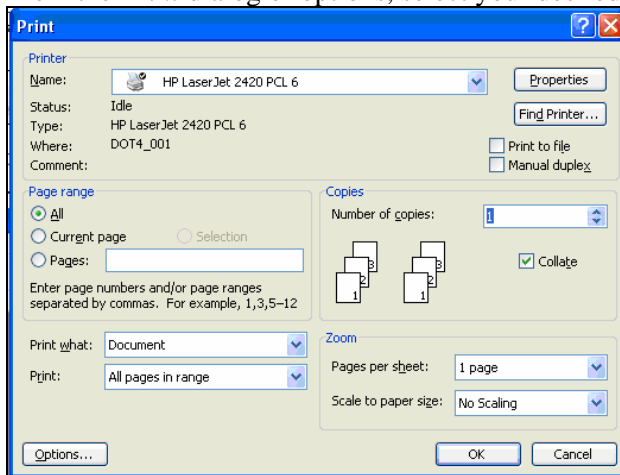
OR

From the report, from the *File* menu, select **Print...**

HINT: Selecting print through the File menu will enable you to adjust the orientation of the printed page. Refer to the remaining steps for further information.



2. From the *Print* dialog of options, select your desired printer.



3. From the *Print* dialog, click **Properties** or **Preferences**.
4. From the *Properties* or *Preferences* options, under *Orientation*, select **Landscape** or **Portrait**, as necessary.
5. From the *Printing Properties* or *Printing Preferences* dialog, click **OK**.
6. From the *Print* dialog, click **OK** or **Print**.
The report prints.

Managing Records & Users (Super Rights)

Adding/Removing Users

This selection is only available for a user who has been granted super rights, follow these instructions to add or remove users. If the heading reveals “All County”, this is another indicator that you are a super user.

IMPORTANT: If this selection is available to you, it indicates that you were given super rights for editing (the highest level of editing rights). The options that are unavailable to others are available only to you. If you feel that this permission level is inaccurate, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click **Add/Remove Users**.

The add user/remove user page appears.

User Name

County

Court Type

Type

Current Users

UserName (all)
 UserName (county name)
 UserName (county name)
 UserName (all)
 UserName (all)

2. Before you add a new user, review the current list of users to see if he/she already exists.

OR

You may need to remove the user.

3. To view the list of current users, scroll through the list of *Current Users*.
4. **To edit a user's name**, click once on the user's name to select it.
 - a. To change any of the user's information, in the available fields, make the necessary changes.
 - b. Click **Save User**.

OR

To remove a user's name, click once on the user's name to select it.

- a. Verify that you have selected the correct user.
 - b. Click **Remove User**.
5. **To add a new user**, in the *User Name* field, type the user's name.
HINT: Full last name and first name initial (e.g., DoeJ).

6. To the right of the *County* field, click the down arrow.
7. From the drop-down list, select an option.
8. To the right of the *Court Type* field, click the down arrow.
9. From the drop-down list, select an option.
10. To the right of the *Type* field, click the down arrow.
11. From the drop-down list, assign a permission level type.
12. Click ***Save User***.

OR

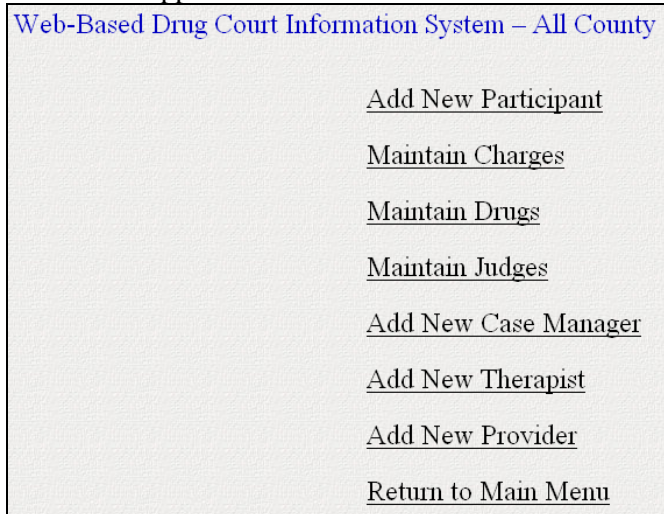
If you **do not** want to save any of these changes, click ***Main Menu***.

Adding New Information – Maintain Charges

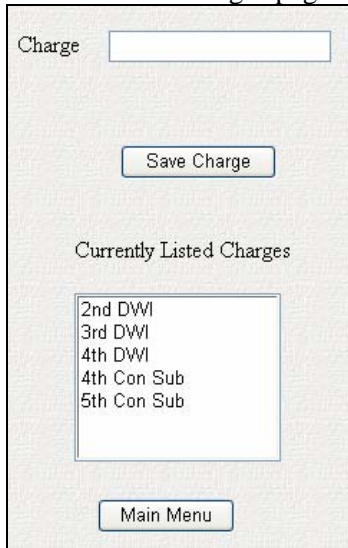
If you are a user who has been granted super rights, follow these instructions for maintaining charges. You will also know if you are a super user if the heading reveals “All County”.

NOTE: If this option is available to you, it indicates that you were given super rights for editing (the highest level of editing rights). The options that are unavailable to others are available to only you. If you feel that this permission level is inaccurate, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using the following email: ITDServicedesk@courts.state.mn.us.

1. From the main menu of options, click ***Add New Information***.
A submenu appears.



2. To add a new charge or to edit a charge, from the submenu, click ***Maintain Charges***. The Maintain Charges page appears.



Charge

Currently Listed Charges

3rd DWI
4th DWI
4th Con Sub
5th Con Sub

OR

If you wish to return to the main menu, click ***Return to Main Menu***.

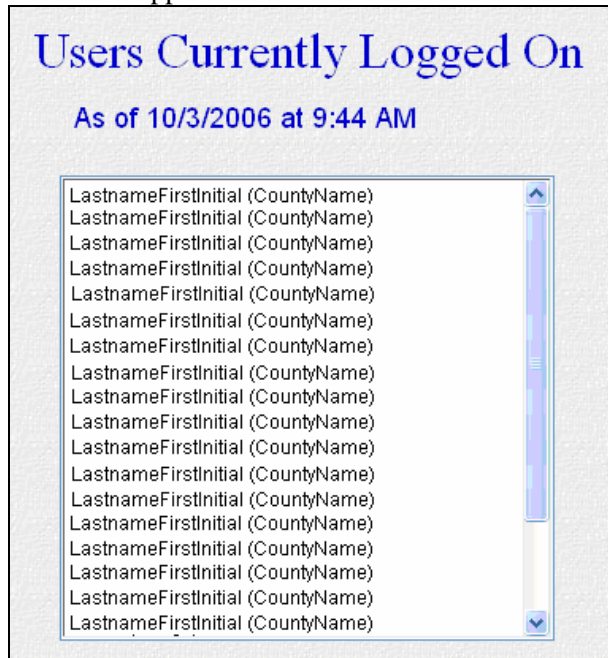
3. Before you add a new charge, review the current list of charges.
4. To view the list of current charges, scroll through the list of ***Currently Listed Charges***.
5. To add a new charge, in the ***Charge*** field, type the new charge.
6. Click ***Save Charge***.
7. When completed, to return to the main menu, click ***Main Menu***.

Viewing W-DCIS Users (All Rights)

Viewing Users Currently Logged In

Anyone at anytime can view the users that are currently logged in to W-DCIS.

1. From the main menu of options, click ***View Users Currently Logged In.***
The results appear.



2. To scroll through the list, on the right of the window, click on the bar to slide up or down.
3. To return to the main menu, on the top-left of the page, click ***Return To Main Menu.***

Printing Within W-DCIS (All Rights)

General Printing Instructions

A user may print information that he/she sees within W-DCIS (e.g., the *Def Bio* page so he/she can staple it on the left side of the participant's file folder). To print within W-DCIS, please refer to the following instructions.

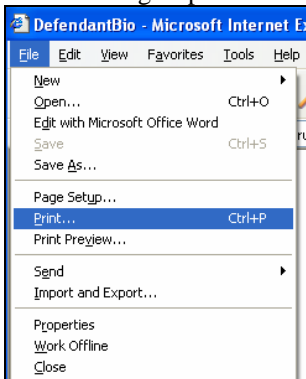
1. From the desired page, from the internet browser toolbar of options, click **Print** .

HINT: Using this option may **not** give you an opportunity to adjust the orientation of the printed page (depending on your PC settings).

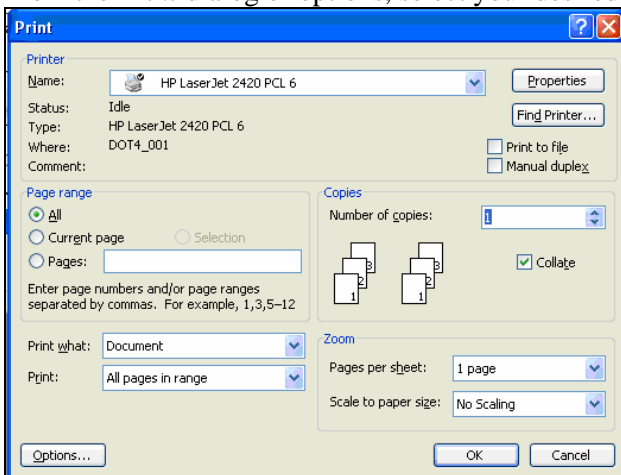
OR

From the desired page, from the *File* menu, select **Print...**

HINT: Selecting print through the File menu will enable you to adjust the orientation of the printed page. Refer to the remaining steps for further information.



2. From the *Print* dialog of options, select your desired printer.



3. From the *Print* dialog, click **Properties** or **Preferences**.
4. From the *Properties* or *Preferences* options, under *Orientation*, select **Landscape** or **Portrait**, as necessary.
5. From the *Printing Properties* or *Printing Preferences* dialog, click **OK**.
6. From the *Print* dialog, click **OK** or **Print**.
The page prints.

FAQs

- **What is a Drug Court?** A drug court is a problem-solving approach that uses the power of the court in collaboration with other participants (prosecutors, defense counsel, treatment providers, probation officers, law enforcement, educational and vocational experts, community leaders and others) to closely monitor the defendant's progress toward sobriety and recovery through ongoing treatment, frequent drug testing, regular mandatory check-in court appearances, and the use of a range of immediate sanctions and incentives to foster behavior change. It should be stressed that although in a drug court the traditional roles of participants are substantially modified, they are not relinquished. It is important to maintain the distinct roles of each drug court team member (in order, for example, to preserve the constitutional rights of problem-solving program clients). For more information on the Drug Courts, please refer to <http://www.mncourts.gov/?page=494>.
- **What is W-DCIS?** W-DCIS stands for Web-Based Drug Court Information System (W-DCIS).
- **Who has access to W-DCIS?** The drug court team members: the external agencies, probation officers, coordinators, drug court judges, prosecutors, public defenders, treatment providers, etc.
- **Who has viewing or editing rights in W-DCIS?** All drug court team members can have access to read/view drug court client progress. Typically only the coordinator and probation officer have editing rights to add information; however, some locations have also granted editing rights to treatment providers. Determining who has editing rights is ultimately determined by the local drug court coordinator and the drug court team.
- **Who has super rights in W-DCIS?** This is a very select permission level; normally only given to one person (i.e., the administrator of W-DCIS). This permission level gives the user the highest level of editing rights. The options that are unavailable to others are available to only you. If you feel that your permission level is inaccurate, please submit an ITD Service Desk Ticket. If you are not a state court employee, contact the ITD Service Desk by using following email: ITDServicedesk@courts.state.mn.us.
- **Who completes which sections of W-DCIS?** The decisions regarding who completes which sections of W-DCIS should be left to each individual drug court location. In some drug courts, probation officers do most of the data entry where in others, the coordinators do the entry. Depending on what the location is focused on measuring (e.g., reducing recidivism, reducing substance abuse, etc.), it is also up to the individual location to decide what data is entered into the various fields.
- **Who should I contact if I have questions?** If you have technical questions (i.e., logging on, user rights, etc.) or if you have questions regarding a discrepancy in the displayed data, submit an ITD Service Desk Ticket. If you are not a state court employee, submit your questions by using the following email: ITDServicedesk@courts.state.mn.us. In order to provide you with the best service, please provide the ITD Service Desk with the most detailed information on your situation (e.g., what, how, when, etc.).
- **Are there formatting requirements for entering numerical data?** When adding participant information in the form of numerical data, follow the field requirements in the table located under *Formatting Tips for Fields within W-DCIS*, on Page 12 of this document.

- **What does it mean when I get a main menu screen and I don't see my county listed at the top?** It means that your session has timed out (see fig. 1.1). Always be sure that your county is listed at the top of the screen (see fig. 1.2). If your session has timed out, to start over, you must exit the program or exit the internet browser and log in again.

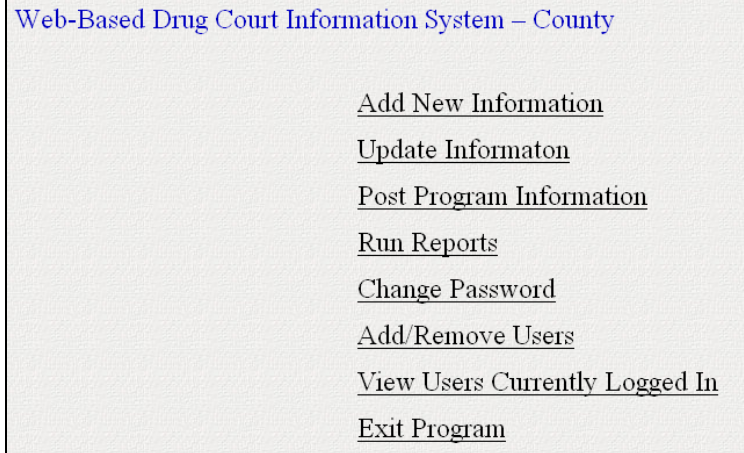


Fig. 1.1. Timed out example.

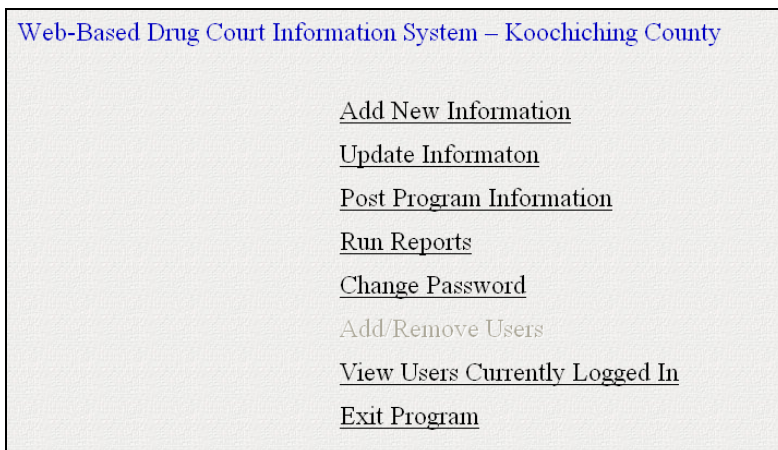


Fig. 1.2. Active logged in example.